
EXECUTIVE ASSISTANT*
PERMANENT/FULL-TIME
\$3,180.00 - \$3,865.00
FINAL FILING DATE: JUNE 22, 2007

POSITION LOCATION:

This position will be located within the State and Consumer Services Agency located at 915 Capitol Mall, Sacramento, California.

POSITION SUMMARY:

The Executive Assistant provides support to two Deputy Secretaries and an Assistant Secretary. The State & Consumer Services Agency oversees the Departments of Consumer Affairs, General Services, Fair Employment and Housing, and Technology Services; Franchise Tax Board; State Personnel Board; Victim Compensation and Government Claims Board; California Public Employees' Retirement System; California State Teachers' Retirement System; California Science Center; California African American Museum; Fair Employment and Housing Commission; Seismic Safety Commission; Building Standards Commission; and the Office of the Insurance Advisor.

This position requires overtime, sometimes with little advanced notice. The workload for this position peaks during the Legislative Session and the 30-days immediately following the end of Session (typically from January through the end of September). During this period, workload does not permit approval of requests for extended vacations. Exceptions may be considered on a case-by-case basis.

ESSENTIAL FUNCTIONS:

At the direction of the Deputy Secretaries or the Assistant Secretary, assist with correspondence to ensure a timely and appropriate response by performing the following:

- Compose general correspondence or memoranda, etc. by researching, gathering data, retrieving reports, and compiling information.
- Review and proofread correspondence for format and content prior to the Deputy Secretaries or the Assistant Secretary's signature using the Agency guidelines for correspondence.
- Arrange incoming correspondence, memos, and reports in order of priority with all reference materials attached to provide the necessary materials for the Deputy Secretaries or the Assistant Secretary.

Assist in planning, coordinating, and implementing strategies and timeframes of activities for the Agency, including conferences, media events, and public education campaign.

Schedule appointments/meetings and maintain the calendar for the Deputy Secretaries and the Assistant Secretary. Make travel arrangements for the Deputy Secretaries and the Assistant Secretary in order to arrange flight, car rental and hotel reservations according to departmental policy and state contractual obligations. Prepare travel expense claims for Deputy Secretaries and the Assistant Secretary by completing the appropriate forms and attaching required documentation according to agency procedures.

Maintain a database in order to track and monitor departmental assignments for the Deputy Secretaries and the Assistant Secretary. Review documentation to ensure appropriate and timely response before presenting it to the Deputy Secretaries or the Assistant Secretary.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **

Screen and respond to incoming calls from the Governor's Office, Legislature, and other governmental agencies in order to maintain effective working relationships with these entities.

Serve as backup to the assistants of Agency Secretary, Undersecretary, and Deputy Secretaries by typing, answering phones, processing mail, etc. in order to cover for absences and workload issues as directed by the Office Manager.

Work on special projects as assigned by the Deputy Secretaries and the Assistant Secretary.

Knowledge of:

The principles and methods of public and business administration, office management principles, methods, and procedures; good personnel and fiscal management practices; the organization's relationship with other governmental entities; the administrator's responsibilities with regard to the organization's programs; the functions, programs, and operations in the Administrator's area of responsibility; the principles and practices of supervision; the Department's Equal Employment Opportunity program and the process available to meet Equal Employment Opportunity objectives.

Ability to:

Think clearly and analyze problems of organization and management and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; communicate effectively; type at a speed of 45 words per minute; supervise the work of others; effectively contribute to the department's Equal Employment Opportunity objectives.

DESIRABLE QUALIFICATIONS SPECIAL PERSONAL CHARACTERISTICS:

- Demonstrate ability to act independently, open-mindedness, flexibility, and tact.
- Maintain confidentiality of sensitive issues.
- Excellent organizational skills.
- Focus attention to detail and follow-through.

INTERPERSONAL SKILLS:

- Follow directions and handle multiple tasks.
- Communicate effectively with the public and all levels of staff (both state and local).
- Ability to establish and maintain a positive and professional attitude when dealing with people.
- Act independently and work well as a team member.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Appropriate attire for professional office environment.
- Fast-paced office environment with frequent deadlines and changing priorities.
- Daily use of PC and related software applications at a workstation.
- Ability to track work closely.
- Consistently exercise good judgment.

WHO MAY APPLY:

State employees currently at the Executive Assistant level or are eligible for appointment (*by way of transfer, list eligibility, or reinstatement*) to this classification. **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

*Will also consider hiring an Office Technician (Typing) - \$2,598.00-3,157.00

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Attn: Angela Ramirez
Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805
angela.ramirez@vcgcb.ca.gov